

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
eCommDirect

SALARY GROUP: A15

DEPARTMENT: Commissary and Trust Fund

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Terrie Hopkins DATE: 12/03/2021

POSITION #: 031251

I. JOB SUMMARY

Performs highly complex administrative support work. Work involves providing and coordinating administrative support including disseminating information; developing filing systems; and preparing and editing reports and documents. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced technical assistance work to include support of the eCommDirect purchase program; prepares, interprets, and disseminates information concerning agency programs and procedures; and participates in the planning and execution of an agency program.
- B. Preps, edits, and distributes correspondence, forms, reports, studies, and other documents to include daily sales, deposit information, and refund orders; maintains eComm website listing; and develops and maintains filing, record keeping, and records management systems to include automated information systems.
- C. Assists in researching technical issues; responds to inquiries regarding technical program and administrative regulations, policies, and procedures; and provides technical assistance in the program area.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Accounting, banking, financial operations, or automated data processing systems experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of automated retail management procedures and methods preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to prepare and maintain complex records and files in an automated system.
8. Skill in problem-solving techniques.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to review technical data and prepare technical reports.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.